



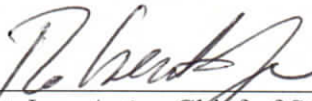
# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

## MEMORANDUM

TO: All Divisions, Departments, and Programs

FROM:

  
Robert Joe, *Acting* Chief of Staff  
Office of the President and Vice-President

DATE: May 21, 2015

SUBJECT: **TRAVEL RESTRICTION**

We issue this memorandum as a clarification for all Divisions, Departments and Programs on the proposed Executive Order and travel restrictions. Due to the budget shortfall this year and budgets cuts, the President and Vice-President are being prudent on all expenditures by the Navajo Nation. This year, the Navajo Nation will face the largest shortfall in its budget. It is important we, as a Nation, be conscientious and attentive to cost savings for the government and the services it provides to our People.

The President and Vice-President stated at the first Division Director's meeting that before we consider lay-offs to look to other areas for cost-savings. As such, the Office of the President and Vice-President are restricting travel and asking all government employees to rely more on teleconferences and video conferencing.

The Executive Order issued by the former administration, Shelly/Jim remains in effect until this Administration issues a new order on the travel restriction. For clarification, until the new Executive Order is issued, this Administration will not approve any training, conferences, summits, or sessions that are not mandatory and off the reservation. "Mandatory" means those that require an individual to maintain certifications, licensure, or status to be able to carry out their duties for the Navajo Nation, such as an attorney, police officer, etc. In addition, this will be limited to only the number of hours or classes as mandated to maintain status. For example, if a position requires 10 hours of training, this Administration will only allow attendance to a training or conference for those hours, upon receipt of the required 10 hours, any training or conference request beyond the 10 hours will be denied. For any training, whether on or off-reservation, the Divisions need to utilize the Staff Development Department. This

Department was established to offer various trainings for our Government. As such, this Administration will not approve requests for training that are duplicative to what Staff Development Department offers to the Divisions.

Furthermore, off-reservation travel will only be granted for routine work or as needed, if to effectively serve the Navajo Nation. In your justification, you will need to adequately justify the reasons teleconference or video conferencing is not possible. Ultimately, we ask each and every employee to make every effort to use your best judgment on travel and be more prudent on expenditures and remember the impact in services to our Navajo people.

Lastly, the Office of the President and Vice-President staff are drafting a proposed Executive Order on travel. We will include all Divisions to review and comment before the issuance of the Order. We expect the Order to be issued very soon. We hope this clarifies the Travel Restriction for the time being. If there are any further questions, please contact me at 505-793-6188.